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## DDS-CANYON SPRINGS

### JOB ANNOUNCEMENT POSTING

JC # 5500 - PSYCHIATRIC TECHNICIAN

Final Filing Date: Continuous Filing

#### Equal Opportunity Employer

The State of California is an equal opportunity employer that actively pursues and hires a diverse workforce. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability (mental or physical), gender identity or expression, genetic information, marital status, medical condition, military veteran status, national origin, political affiliation, pregnancy, race, religion or creed, sex, sexual orientation, or any other factor that is not related to the job.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

#### Position Details

Job Control #:	5500
Position #(s):	504-012-8232-925
	PSYCHIATRIC TECHNICIAN
Classification:	\$4,669.00 - \$5,020.00 S
	\$4,826.00 - \$5,191.00 T
	\$5,004.00 - \$5,382.00 U
# of Positions:	7
Work Location:	Riverside County
Job Type:	Limited Term-Intermittent

#### Department Information

Canyon Springs is located in Riverside County in Cathedral City, 110 miles southeast of Los Angeles in the Coachella Valley. Recreation/cultural attractions include golf, tennis, desert preserves, parks, rock climbing, hiking, biking, museums, art galleries, and theater. Next door are the well-known cities of Palm Springs, Desert Hot Springs, Rancho Mirage, Palm Desert, Indian Wells, and La Quinta. Although known as a winter resort area, increasing numbers are making the Coachella Valley their year-round home. There is affordable housing, schools, and shopping available.

HR/Recruitment & Exams  
69-696 Ramon Road, Cathedral City, CA 92234  
760 770-6260  
Larry Beasley, Associate Personnel Analyst

### Job Description and Duties

#### DESCRIPTION OF DUTIES:

**GENERAL STATEMENT OF DUTIES:** Provides basic and general behavioral training and implements procedures and techniques that are used in the care, treatment, and rehabilitation of individuals with developmental disability in a resident setting following established standards, policies and procedures and federal and state licensing regulations. This position requires that the incumbent work cooperatively with others, demonstrate good judgment, and maintain consistent, regular and reliable attendance.

**SUPERVISION RECEIVED:** Unit Supervisor/ Supervising Registered Nurse or designee.

**SUPERVISION EXERCISED:** None or may act as lead, in the absence of the Senior Psychiatric Technician/Shift Lead and under supervision of the Unit Supervisor/Supervising Registered Nurse.

**ESSENTIAL DUTIES:** Follow safe practices, and maintain a safe and therapeutic environment which ensures respect, dignity and protects privacy rights, confidentiality and physical/emotional well-being of all individuals. Must be able to work overtime and various shifts as well as float to other worksites. These essential functions will be ongoing when performing the following duties:

% TIME	DESCRIPTION
	Provides positive intervention and active treatment and/or restorative care. Assists residents in all activities of daily living, such as bathing, toileting, dressing, grooming, and dining. These duties include, but are not limited to, lifting, positioning and assisting in mobility as well as additional needs as identified by the Interdisciplinary (ID) Team. Keeps clients and their beds, clothing, and living area clean and well-maintained.

	Provides nursing and behavior management support: Applies observation and intervention techniques, to protect clients from personal injury. Reports significant changes to appropriate team members and documents findings. As necessary to safeguard and protect the physical safety of the person or others, apply intensive or intrusive interventions; including utilization of restrictive interventions. Provides 1:1 supervision/direct observation of individuals on special precautions, such as elopement risk, suicide risk, serious medical condition and risk of serious self-injurious behavior (SIB) to the individuals. Responds to emergencies that involve use of medical or behavioral intervention techniques.
	Performs nursing procedures such as administering medications and treatments including oral medication, hypodermic injections, urinary catheterization, enemas, and taking/recording temperature, pulse, blood pressure, respirations, first aid, and responds to emergencies that involve the use of medical/behavioral intervention techniques as authorized within the scope of the Psychiatric Technician license.
	Participates as a member of the ID Team in all aspects of the development and implementation of the Individual Program Plan (IPP). Works with other members of the ID team to establish, maintain, refine, clearly understand and carry out treatment/training programs for all residents. Participates and provides assessment on residents' needs at planning conferences. Follows policies and procedures developed for the operation of the facility.
	Facilitates and participates in resident training as required. Motivates and reinforces clients to develop self-reliance in daily living; develops, encourages participation in, and supervises group and individual program activities for clients. Escorts residents on facility grounds and in the community. Assists staff in programs identified by the IPP.
	Completes accurate and timely notifications and documentation. Maintains competence with facility documentation requirements, including electronic documentation. Completes assessments on residents' independent living skills, strengths and/or weaknesses; including activities of daily living, work, training, recreational/leisure, nursing, active treatment, services and supports required to live more independently, etc.
	Attends and participates in mandatory and other training as needed, and maintains competencies needed to carry out clinical programs.
	Other duties as required.

**NOTE: Percentages may vary based on operational needs.**

### **Working Conditions**

**Working Conditions:** On-going interaction with residents. Potential exposure to communicable diseases, blood-borne pathogens, medicinal preparations and other conditions common to a clinical nursing environment.

**Physical Demands:** Must possess and maintain sufficient strength, agility, endurance and sensory ability to carry out emergency nursing procedures and carry out specialized behavioral support and treatment plans and perform other duties contained in this duty statement. Involves heavy lifting up to 50 pounds, often combined with pushing, pulling, bending, stooping, squatting, grabbing, carrying, kneeling, twisting and reaching at or above shoulder level. Includes sitting, standing and walking most of the time while working on irregular surfaces, and periodically requires extraordinary physical activity. Possible physical interaction with strong individuals who have issues with impulse control, aggression, and self-injurious behaviors.

Must have the ability to perform the following sensory and communicative activities:

- Feeling – must be able to obtain tactile information regarding temperature, skin regularities, pulse, muscle tightness, and course of feeding.
- Talking – must talk and be able to communicate with and to clients, co-workers, supervisors, visitors, and various consultants.
- Hearing – must hear to receive instructions from supervisor as well as to hear clients, co-workers, visitors, and consultants
- Seeing – must see for the majority of job duties. On-site inspection is required to evaluate safe work conditions and the clients' living environment, and status of clients, ongoing. Must review written documentation regarding the client's mental and health status, etc.

### **Special Requirements**

- The position(s) requires incumbents pass a Drug Screening Test. You will be required to take and pass the drug screening test prior to being hired.
- ***The position(s) requires incumbents pass a Background Investigation prior to being hired. The Background Investigation may include Criminal Background, Fingerprinting, and a review of any governmental records.***
- This position(s) requires a Psychiatric Technician License. You **MUST** provide a copy of your license when applying of this position.

### **Application Instructions**

Completed applications and all required documents listed under **Required Application Documents Section** must be received or postmarked by the Final Filing Date in order to be considered.

**If applying by mail**, applications submitted for vacancies must include the Position Title and Position Number in the Job Title Section and **MUST** be signed and dated. Applicants should indicate on their application in the title section, the type of eligibility they currently possess and which qualifies them to apply at this time. Candidates who do not submit all of the required documents will not be considered in the selection process. Surplus applicants must attach a copy of their surplus letter. Applications may be obtained from the Human Resources Personnel Office at the DC or completed and downloaded from the website indicated below.

Final Filing Date: Until Filled

### **Required Application Documents**

Please submit the following items with your application. Applicants who do not submit the required items timely may not be considered for this job:

- State Examination/Employment Application STD Form 678. A resume may be attached if desired. All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate you meet the Minimum Qualifications for the position.
- Copy of PSYCHIATRIC TECHNICIAN license.

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

### **Who May Apply**

Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). Here is the link to the online exam: <https://www.jobs.ca.gov/Public/Bulletin.aspx?examCD=6PB31>. SROA and Surplus candidates may attach “surplus letters” to their applications. Applicants must meet the Minimum Qualifications stated in the Classification Specification(s). You may click here to obtain a copy of the specification: <http://www.calhr.ca.gov/state-hr-professionals/Pages/8232.aspx>. Applications will be screened and only the most qualified applicants will be selected for an interview.

### **How to Apply**

Complete Application Packages (STD 678 and all required documents) must be submitted to apply for this Job Posting. Application packets may be submitted electronically through your

CalCareer Account at: [www.jobs.ca.gov](http://www.jobs.ca.gov). For more information on how to submit applications online please click on this link: <https://www.jobs.ca.gov/Public/Job/Steps.aspx>. When submitting your application in hard copy, a completed copy of the Application Packet listing must be included. If you choose to not apply electronically, a hard copy package may be submitted through an alternative method listed below:

- **Address for Mailing Application Packages**

HR/Recruitment and Exams  
69-696 Ramon Road  
Cathedral City, CA 92234

- **Address for Drop-Off Application Packages**

HR/Recruitment and Exams  
69-696 Ramon Road  
Cathedral City, CA 92234

## Benefits

Please see the California Department of Human Resources website: [www.calhr.ca.gov](http://www.calhr.ca.gov) for further information on benefits.

## Contact Information

The Human Resources Contact is available to answer questions regarding the application process. The Hiring Unit Contact is available to answer questions regarding the position.

- **Human Resources Contact:**

Larry Beasley  
760 770-6260  
Larry.Beasley@cs.dds.ca.gov

- **Hiring Unit Contact:**

Larry Beasley  
760 770-6260  
Larry.Beasley@cs.dds.ca.gov

- Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being schedule. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

- **EEO Contact:**

Stephanie Covington  
760 770-6230  
Stephanie.Covington@cs.dds.ca.gov

- California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

### **Application Methods**

You can apply for this job via the following method(s):

Online  
By Mail  
Drop-off